



## **Board Meeting Agenda**

**Thursday September 1, 2011 • 8:30 a.m. • Kent County Commission Chambers**

- 1. Call to Order by Chair**
- 2. Public Comment**
- 3. Swearing-in of new GVMC Board member: Mark A. Howe, City Manager, City of Lowell**
- 4. Approval of Minutes dated August 4, 2011 (attachment)**
- 5. Finance: GVMC FY 2011-2012 General Fund Budget (attachments)**
  - a. Public Hearing**
  - b. Final review and adoption**
- 6. Strategic Initiatives: Recommendations of the GVMC Task Force on Governance, Structure and Operations – Implementation Resolutions (attachments)**
  - a. Resolution establishing Board operations and meeting schedule.**
  - b. Resolution to amend Section III of the GVMC Bylaws stating the Board's preference on officer's terms.**
  - c. Resolution establishing protocols for approving GVMC MPO-related action items endorsed by the GVMC transportation committees.**
  - d. Resolution establishing the GVMC standing committees, together with the duties and responsibilities for each standing committee**
- 7. Legislative Advocacy**
  - a. Revised 2011-2012 GVMC Legislative Priorities as Recommended by the Legislative Committee (attachment)**
  - b. Next meeting of the GVMC Legislative Committee – 8:30 a.m., Wednesday September 14, 2011**
- 8. Transportation: TIP Amendments for ITP-The Rapid and the Kent County Road Commission (attachments)**
- 9. Other items of business and comments from GVMC members**
- 10. Adjournment**



## Memorandum

**To:** Grand Valley Metropolitan Council  
**From:** Donald J. Stypula, Executive Director  
**Date:** August 29, 2011  
**Re:** Agenda Items for our September 1, 2011 Board meeting

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Attached are the agenda and support documents for our next GVMC Board of Directors meeting scheduled for **8:30 am Thursday September 1, 2011 at the Kent County Commission Chambers in downtown Grand Rapids**. Full agenda this month, with a public hearing and final approval of the GVMC FY 2012 General Fund Budget; review and approval of four resolutions to implement the recommendations from the GVMC Task Force on Governance, Structure and Operations; and review and approval of a new set of GVMC Legislative Priorities as recommended by the Legislative Committee. We also are bringing for your consideration some amendments to the GVMC Transportation Improvement Program prepared by the Transportation Department.

We'll start by reviewing and accepting the attached minutes from our August 4, 2011 GVMC Board meeting.

### **FINANCE: GVMC FY 2011-2012 GENERAL FUND BUDGET**

I have attached for your final review, a public hearing and approval the GVMC FY 2011-2012 general fund budget.

#### **FY 2011 GENERAL FUND BUDGET AT A GLANCE**

<b>Revenues</b>	<b>Expenditures</b>	<b>Net Revenues Over Expenditures</b>
<b>\$2,052,039.00</b>	<b>\$2,052,022.00</b>	<b>\$17.00</b>

With the information that we have at the present time regarding continued availability of federal transportation funding, this budget is balanced. We have no way to predict how the President and the U.S. Congress will resolve their differences over the reauthorization of the federal surface transportation program or, within that reauthorization measure, the need to extend the legal authority to levy the 18.4 cent federal gas tax beyond September 30, 2011. But, given the information we have at the present time, the budget I am recommending provides sufficient

resources for GVMC to meet all of its strategic goals and objectives for the full fiscal year. If President Obama and the U.S. Congress fail to agree on transportation funding levels that are at least equal to current obligational authority for MPO transportation planning activities, I will immediately call a joint meeting of the Executive and Finance Committees to recommend FY 2012 budget amendments to this Board that bring GVMC expenditures in-line with anticipated revenues.

In addition to the budget spreadsheets I have attached the more detailed cover memo together with the staffing model and membership dues schedule. I also have attached the REGIS budget for FY 2012, adopted by the REGIS Board on August 24, for your review and concurrence.

**Proposed Action: Review and approve the GVMC FY 2012 general fund budget and REGIS Agency budget.**

#### **GVMC TASK FORCE ON GOVERNANCE, STRUCTURE AND OPERATIONS: IMPLEMENTATION RESOLUTIONS**

Last month, you reviewed the report and recommendations of the GVMC Task Force on Governance, Structure and Operations. I have not received any additional comment or suggestions from Board members so, as I said I would do, I have prepared several resolutions for your consideration to implement the recommendations put forth by the Task Force.

Attached are four draft resolutions to implement the recommendations of the Task Force. These include:

1. A resolution modifying the Board meeting schedule to include both “business” sessions on odd-numbered months and “work” sessions on even-numbered months.
2. A resolution to amend Section III of the GVMC Bylaws stating the Board’s preference on officer’s terms. The new Human Resources Committee can adopt, as a policy, the GVMC Board’s preference that GVMC officers serve a maximum of four, one-year terms in that office.
3. A resolution establishing protocols for approving GVMC MPO-related action items endorsed by the GVMC transportation committees.
4. A resolution establishing the GVMC standing committees, together with the duties and responsibilities for each standing committee.

A fifth Task Force recommendation – requiring a review of the terms of each “At-Large” member of the Board of Directors, requires no formal Board action. It can be implemented as a policy and procedure of the new Human Resources Committee (if that committee is created by the Board of Directors via the resolution authorizing creation of the standing committees).

I am requesting your approval of these resolutions so that we can implement the recommendations of the Task Force.

**Proposed Action: Individually review and approve the resolutions implementing the recommendations of the GVMC Task Force on Governance, Structure and Operations.**

## **LEGISLATIVE ADVOCACY – REPORT OF THE LEGISLATIVE COMMITTEE**

The Legislative Committee met on August 17 to review and approve a revised set of GVMC Legislative Priorities for the remainder of this year and all of 2012. We have achieved or are poised to achieve several current objectives, so the Committee has developed a revised list of priorities that were reported to the Executive Committee and are now ready for your consideration.

That updated list of GVMC Legislative Priorities is attached for your review.

**Proposed Action: Review and approve the updated GVMC 2011-2012 Legislative Priorities.**

**\*\*Reminder that the next meeting of the GVMC Legislative Committee is set for 8:30 a.m. Wednesday September 14 at the GVMC offices.**

## **TRANSPORTATION: AMENDMENTS TO THE 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM**

ITP-The Rapid and the Kent County Road Commission are requesting amendments to the GVMC FY 2011-2014 Transportation Improvement Program (TIP) to fund various studies and projects within the GVMC-MPO area. I have attached briefing memos prepared by GVMC Transportation Planner Darrell Robinson, together with supporting documents from the staff at The Rapid and the Kent County Road Commission for your review. The amendments have been reviewed and approved by the GVMC Technical Committee, Policy Committee and Executive Committee.

**Proposed Action: Review and approve the proposed amendments to the GVMC FY 2011-2014 TIP.**

As always, we're looking forward to seeing you and having a fruitful discussion. If you have any thoughts, comments, questions or suggestions you can reach me anytime on my cell phone at 616-450-5217, in the office at 776-7604, at home at 257-3372 or via email at [stypulad@gvmc.org](mailto:stypulad@gvmc.org).

# GRAND VALLEY METRO COUNCIL

## Board Meeting

August 4, 2011

8:30 a.m.

Kent County Commission Chambers

### MINUTES

#### 1. Call to Order

The meeting was called to order at 8:35 a.m. by Chairman Jim Buck.

#### Members Present:

Dale Bergman	Sparta Township
Jim Buck	City of Grandville
Chris Burns	City of Cedar Springs
Tom Butcher	Grand Valley State University
Dan Carlton	Georgetown Township
Daryl Delabbio	Kent County
Mike DeVries	Grand Rapids Township
Jason Eppler	City of Ionia
Rebecca Fleury	Village of Middleville
Cindy Fox	Cascade Township
Steve Grimm	Cannon Township
Doyle Hayes	At-Large Member
Carol Hennessey	Kent County
Denny Hoemke	Algoma Township
George Meek	Plainfield Township
Cy Moore	Treasurer
Milt Rohwer	City of Grand Rapids
Rick Root	City of Kentwood
Jim Saalfeld	Kent County
Ken Snow	City of Greenville
Martin Super	Village of Sparta
Al Vanderberg	Ottawa County
Rob VerHeulen	City of Walker
Bill VerHulst	City of Wyoming
Patrick Waterman	City of Hudsonville
Michael Young	City of Rockford

**Members Absent:**

Jerry Alkema	Allendale Township
Alex Arends	Alpine Township
Brian Donovan	City of East Grand Rapids
Tom Fehsenfeld	At-Large Member
Brian Harrison	Caledonia Township
George Heartwell	City of Grand Rapids
John Helmholdt	At-Large
Don Hilton, Sr.	Gaines Township
Jim Holtrop	Ottawa County
Elias Lumpkins, Jr.	City of Grand Rapids
Robert May	City of Hastings
Mick McGraw	At-large Member
Jim Miedema	Jamestown Township
Audrey Nevins	Byron Township
Steven Patrick	City of Coopersville
Jack Poll	City of Wyoming
Chuck Porter	Courtland Township
Toby VanEss	Tallmadge Township
Roger Wills	City of Belding
Chris Yonker	City of Wayland

**Others Present:**

Andy Bowman	Grand Valley Metro Council
David Czurak	Grand Rapids Business Journal
Mark Howe	City of Lowell
Dennis Kent	MDOT
Abed Itani	Grand Valley Metro Council
Gayle McCrath	Grand Valley Metro Council
Connie Morrison	MDOT
Don Stypula	Grand Valley Metro Council
Peter Varga	The Rapid / ITP

**2. Public Comment**

None

**3. Approval of Minutes**

**MOTION – To Approve the Minutes of the July 2011 GVMC Board Meeting. MOVE – Meek. SUPPORT – Fox. MOTION CARRIED.**

**4. Finance**

**a. Third Quarter Financial Report**

Don Stypula gave the Third Quarter financial report. GVMC is on track to meet budget by the end of the fiscal year.

**MOTION – To Accept the Third Quarter Financial Report. MOVE – VerHeulen. SUPPORT – Eppler. MOTION CARRIED.**

**b. FY 2010 Final Audit**

Don Stypula reported the FY2010 audit was delayed due to the resolution of phase I of the MDOT audit. Page 25 of the financial statement notes \$364,924 for repayment to MDOT. REGIS' phase II liability is not noted as they are contesting the finding. Don Stypula, Abed Itani and Dharmesh Jain met on 8/1 with the Office of Commission Audit for phase II. A detailed response to the phase II audit will be compiled and forwarded to the Office of Commission Audit in the next 30-45 days.

**MOTION – To Accept the GVMC FY2010 Audit and Financial Statement. MOVE – Meek. SUPPORT – Vanderberg. MOTION CARRIED.**

**c. Draft GVMC 2011-2012 Budget**

Don Stypula reviewed the draft GVMC 2011-2012 budget. Last month the FY2011-2012 transportation budget was approved and is reflected here. For the third year in a row, the budget does not include a cost of living raise for staff. Health care is anticipated to increase at about 8%. Rent, per the lease, will increase 3%.

**5. Strategic Initiatives – Recommendations from Task Force on Governance**

Don Stypula reviewed the recommendations from the Task Force on Governance.

**TASK FORCE RECOMMENDATIONS  
BOARD OF DIRECTORS**

1. Business and Work Sessions: Amend Section 1.2 of the GVMC By-Laws to specify that Council meetings on even-numbered months shall be designated as “work” sessions, where Council members discuss and analyze issues. Council meetings conducted in odd-numbered months shall be designated as formal “business” sessions where Council members formally vote on issues and business properly before the Council. Council sessions conducted on even numbered months would be designated as “Work Sessions,” (Committee of the Whole) where issues could be discussed in a more detailed manner and recommendations forwarded to the Board for formal action. Work sessions would be scheduled for up to two hour time blocks. At the discretion of the Board Chair, business items, requiring a vote of Council members, may be brought by the Executive Committee for consideration at designed “work” sessions. This meeting schedule shall be maintained for a trial period of 12 months.

#### IMPLEMENTATION GUIDANCE:

A. Metro Council may adopt, by resolution, a temporary change of policy to allow for Council “Work” sessions and “Business” sessions for a trial period of one year.

B. If the Council is satisfied that the modified council meeting schedule is advantageous, the GVMC Board may amend Section 1.2 of the Metro Council Bylaws to provide for the division of council meetings into work sessions and business sessions.

#### GVMC OFFICER’S TERMS

2. Term Limits for Council Officers: The Task Force recommends that officers of the Grand Valley Metro Council, including the Board Chair, the Board Vice-Chair, the Secretary, and the Treasurer will normally serve a maximum of 4 one-year terms for the same position, unless, at the discretion of the GVMC Board of Directors at the GVMC annual meeting in October, extended for an additional year.

#### IMPLEMENTATION GUIDANCE:

A. The GVMC Board could vote to amend the GVMC Articles of Incorporation to state that an officer may not serve more than four consecutive fiscal year terms in the same position. However, the GVMC Board could, by separate motion, approve that officer to serve one additional fiscal year term. Note that an amendment to the GVMC Articles requires an affirmative vote on the GVMC Board and approval of the governing bodies of each participating county, city, township and village.

B. An alternative to an amendment to the Articles would be an amendment to the Bylaws stating that it is “preferred that officers serve no more than four consecutive on-year terms in the same position.

#### AT-LARGE BOARD MEMBERS

3. Term Review for “At-Large” members: The Task Force recommends that the terms of “At-large” members of the GVMC Board be reviewed by the Human Resources Committee on an annual basis. Based on emerging issues and the strategic needs of the Metro Council, the Human Resources Committee shall identify and interview candidates and make recommendations to the Board of Directors at the GVMC annual meeting in October.

#### IMPLEMENTATION GUIDANCE:

A. Since, under the GVMC Articles of Incorporation, at-large Board members serve “at the pleasure of the Council,” the Human Resources Committee is empowered to interview and recommend to the GVMC Board candidates for at-large positions on the Metro Council.

#### APPROVAL OF TRANSPORTATION-MPO AGENDA ITEMS

4. Transportation-MPO Agenda Items: The Task Force recommends that transportation-MPO related business items including the annual Unified Planning Work Program and Budget (UPWP); amendments to the UPWP; adoption of the GVMC Long-Range Transportation Plan; and each new, four-year Transportation Improvement Program be considered by the Committees and presented for final approval by the GVMC Board of Directors. The GVMC

Transportation Policy Committee is authorized to review and give final approval to routine amendments and administrative adjustments to the Transportation Improvement Program (TIP) and to routine amendments and administrative adjustments to the Long-Range Transportation Plan.

**IMPLEMENTATION GUIDANCE:**

A. The GVMC Board could vote to approve this recommendation as a policy of the Metro Council by adopting a resolution that includes the specific preferred procedures for approving GVMC Transportation-MPO action items.

**COMMITTEE STRUCTURE**

5. Consolidation and Retasking of Committees: The Task Force recommends that the existing GVMC Personnel and Nominating Committees be combined into a new committee to be known as the *GVMC Standing Committee on Human Resources*.

Further, the Task Force Recommends that the existing GVMC Regional Cooperation Committee be renamed the *GVMC Emerging Issues Committee* to correspond with one of the central initiatives of the GVMC Strategic Plan.

**IMPLEMENTATION GUIDANCE:**

A. Adoption of a resolution by the GVMC Board establishing the revised committee structure for the Metro Council.

**COMMITTEE DUTIES AND RESPONSIBILITIES**

6. Committee Duties: The Task Force recommends that each standing committee of the Metro Council be assigned specific duties and responsibilities, subject to modification by the GVMC Board of Directors. The listing of GVMC Standing Committees, together with the duties and responsibilities for each committee as recommended by the Task Force, is attached.

**6. Transportation – Approval of Contract**

Abed Itani reported the proposed contract is for the 17 month corridor transportation study on Michigan St. and is a partnership between GVMC and the City of Grand Rapids. The study was put out for bids and eight proposals were received. By the consensus of the Transportation committees it was decided to award it to Wilbur Smith Associates, Inc.

**MOTION – To Approve the Contract with Wilbur Smith Associates, Inc. MOVE – VerHeulen. SUPPORT – Meek. MOTION CARRIED.**

**7. Legislative Advocacy**

Rick Root reported that Bill Anderson of the MTA had phoned in to the last Legislative Committee meeting and updated the group on current issues. September's #1 issue will be the PPT. The Governor is not looking to replace it with a tax on industrial or commercial enterprises. We will have to consider equitable revenue replacement. Most citizens don't understand the PPT so therefore are not sympathetic in finding a replacement. It will be a very contentious issue. We need to pay close attention.

**8. Other**

Executive Director Don Stypula announced his retirement. He will be staying on another few months until a replacement is found.

Chairman Jim Buck thanked Don for his service and highlighted the gains Don had made in building relationships between The Right Place and Chamber of Commerce, as well his legislative work.

**9. Adjournment – 9:55 a.m.**

**MOTION – To Adjourn. MOVE – Vanderberg. SUPPORT – Holtrop. MOTION CARRIED.**



## MEMORANDUM

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**TO:** Grand Valley Metropolitan Council  
**FROM:** Donald J. Stypula, Executive Director  
**DATE:** August 25, 2011  
**RE:** Draft GVMC FY 2011-2012 General Fund Budget

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Attached for your review and consideration is the draft of the GVMC general fund budget for Fiscal Year 2011-2012. The GVMC Finance Committee met on July 15 to review and approve this is balanced budget for the entire fiscal year that utilizes revenues from GVMC general fund dues, transportation allocations, and project-specific grants to fund the myriad activities of the Council's Planning and Strategic Initiatives, Transportation and Administration Departments through September 30, 2012.

### FY 2011 GENERAL FUND BUDGET AT A GLANCE

Revenues	Expenditures	Net Revenues Over Expenditures
\$2,052,039.00	\$2,052,022.00	\$17.00

This GVMC general fund budget reflects general membership dues calculated using population figures from the 2010 decennial census. I have attached the spreadsheet with the FY 2012 dues structure for your review.

Employee health care costs are projected to rise eight (8) percent. And, for or the third consecutive fiscal year, the general fund budget includes no cost-of-living adjustments in employee compensation within the Administration, Transportation and Planning and Strategic Initiatives departments.

We have worked diligently across all departments to carefully monitor costs and reduce expenditures. We also have leveraged – to the maximum extent possible – our federal transportation MPO allocations to properly fund the Council's administrative operations together with those of the Planning and Strategic Initiatives Department that are directly associated with our transportation planning activities.

## **BUDGET ALIGNS WITH GVMC'S STRATEGIC OBJECTIVES**

This budget includes sufficient resources to support GVMC's strategic goals, objectives and initiatives for the entire fiscal year. I have included full year funding for two staff professionals in the Planning and Strategic Initiatives Department tasked, among other duties, with assisting communities in developing multi-jurisdictional cost-sharing agreements; monitoring and analyzing emerging issues and trends and assisting member-counties and communities to understand and manage those issues; monitoring – through GVMC's web-based communication portal – the training needs of member communities and coordinating members' training opportunities.

With this budget, we have developed separate cost centers for both regional planning services and strategic initiatives. Regional planning services includes nearly 1,000 hours of planning work associated with transportation planning, together continued work on the brownfields study and multi-jurisdictional land use/economic development planning activities within the Division Avenue corridor

With respect to our goal of encouraging collaborative service sharing, we have sufficient resources in this budget for staff to assist GVMC communities in exploring service-sharing agreements on a sub-regional scale and examining the potential for a sub-regional training for incident commanders and firefighters at multiple departments. To address the anticipated growth in interest for these two elements of GVMC's strategic initiatives, we are engaging various private and philanthropic funding sources to help GVMC meet the demand for these services.

The budget also supports our on-going collaborative initiatives with the Right Place, Inc., the Grand Rapids Area Chamber and other metro area Chambers, the Barry County Chamber and other private sector partners to promote regional economic development. We are also working with Kent County, MDOT, and the cities of Grand Rapids, Kentwood and Wyoming to develop sustainable land use and transportation plans that encourage economic development along the Division Avenue corridor.

Not reflected in this budget, but a critical component of our ability to achieve our strategic objectives, is a twenty hour per week GVSU Graduate Assistant from the GVSU School of Public, Non-Profit and Health Care Administration. This individual's stipend and tuition are paid in-full by Grand Valley State University. This person is tasked with assisting GVMC professional staff in achieving all of the Metro Council's strategic goals.

## **MONITORING COSTS AND CUTTING EXPENDITURES**

To ensure that we maintain financial health long into the future, we continually work at a staff-wide level to limit expenditures and reduce costs, while we aggressively pursue new sources of grant

revenues for projects that benefit GVMC-member counties and communities. Over the past several years, GVMC Administration has been very diligent in working with our staff and Priority Health – our health insurance provider – to hold down employee health care costs. Historically, GVMC’s health insurance costs have been held to a minimum because each year, as we prepare the next fiscal year budget, we take steps to modify GVMC’s employee health insurance plan to control costs. Over the past several fiscal years, these steps included:

- Changing insurance carriers from Blue Cross to Priority Health to achieve cost savings
- Industry change to an age-based rating system for employees resulted in a 15% decline in GVMC’s health insurance premiums by.
- Offering employees the option of waiving GVMC-provided health benefits in exchange for a stipend equal to one-half the premium value. This has resulted in significant savings for GVMC by cutting the effective per person rate to \$718/month. By enabling this option for employees, we were able to switch to the less-costly age-based premium rate.
- Increasing prescription co-pay for employees.
- Excluding insurance coverage for certain prescriptions
- Increasing employee co-pay on name brand prescriptions
- Increasing employee office visit co-pay
- Decreasing hospitalization and diagnostic coverage 80/20 up to \$800/\$2400 out of pocket.
- GVMC dropped its vision coverage, mitigating the increase in insurance rates by approximately 2%.
- GVMC has no legacy costs because it has never offered health insurance coverage to retirees
- There are also no legacy costs associated with retirement benefits because the Metro Council has, since its founding, offered employees a 401 K-style, defined contribution retirement savings system provided by the ICMA Retirement Corporation.

Following our discussions with Priority Health, we will make additional downward adjustments in employee coverage and we anticipate limiting the increase in premiums to eight-percent over the current fiscal year.

## **FUND RAISING**

Together with the professionals in our Transportation and Planning and Strategic Initiatives Departments, I meet on a regular basis with representatives of local, state and regional foundations, representatives of the Governor’s office and our state legislators, institutions of higher education, and other groups to seek funding for on-going regional activities that support our strategic goals and initiatives. Working with a detailed matrix that identifies specific projects outlined in our strategic plan and potential funding sources, we are continually searching out, identifying and pursuing grants, gifts, work contracts and other sources of funding.

## **TRANSPORTATION FUNDING**

With the information that we have at the present time regarding continued availability of federal transportation funding, this budget is balanced. We have no way to predict how the President and the U.S. Congress will resolve their differences over the reauthorization of the federal surface transportation program or, within that reauthorization measure, the need to extend the legal authority to levy the 18.4 cent federal gas tax beyond September 30, 2011. But, given the information we have at the present time, the budget I am recommending provides sufficient resources for GVMC to meet all of its strategic goals and objectives for the full fiscal year.

If President Obama and the U.S. Congress fail to agree on transportation funding levels that are at least equal to current obligational authority for MPO transportation planning activities, I will immediately call a joint meeting of the Executive and Finance Committees to recommend FY 2012 budget amendments to this Board that bring GVMC expenditures in-line with anticipated revenues.

## **FY 2012 REGIS AGENCY BUDGET**

The REGIS Executive Board and Board of Directors have been developing new membership and services agreements over the past several months. Based on those agreements, REGIS Director Dr. Dharmesh Jain has assembled a first draft that will be reviewed by REGIS Board members later this week. As soon as the REGIS budget is adopted by the full REGIS Board I will bring that to you at our August meeting for your review and concurrence.

If you have any thoughts, comments, questions or suggestions, or if I can be of further assistance, you can reach me anytime on my cell phone at 616-450-4217, in the office at 776-7604, at home at 2573372 or via email at [stypulad@gvmc.org](mailto:stypulad@gvmc.org).

# GVMC FY 11-12 BUDGET

## Summary

Activitiy	Prior Year Actual FY 09-10	Approved Budget FY 10-11	Projected Actual FY 10-11	Proposed Budget FY 11-12
<b>Revenues:</b>				
Revenues	<u>\$1,843,910.20</u>	<u>\$2,330,626.00</u>	<u>\$2,109,627.00</u>	<u>\$2,052,039.00</u>
<b>Expenditures:</b>				
GVMC Board	\$1,678.88	\$2,200.00	\$1,850.00	\$2,200.00
Administration	\$339,329.70	\$317,453.00	\$316,713.70	\$340,545.00
Pavement Manage. Veh.	\$130,263.49	\$140,990.00	\$126,240.00	\$48,800.00
Transportation	\$1,179,264.04	\$1,180,035.00	\$996,417.70	\$1,152,411.00
Rogue River	\$122.97	\$500.00	\$75.00	\$500.00
Regional Planning Services	\$313,565.96	\$252,715.00	\$247,496.00	\$187,116.00
Strategic Initiatives	\$0.00	\$0.00	\$0.00	\$64,689.00
Special Services	<u>\$338,547.37</u>	<u>\$429,861.00</u>	<u>\$416,356.00</u>	<u>\$255,761.00</u>
Total	<u>\$2,302,772.41</u>	<u>\$2,323,754.00</u>	<u>\$2,105,148.40</u>	<u>\$2,052,022.00</u>
Net Rev. over Exp.	(\$458,862.21)	\$6,872.00	\$4,478.60	\$17.00

# GVMC FY 11-12 BUDGET

## Revenues

Acct No.	Activity	Prior Year Actual FY 09-10	Approved Budget FY 10-11	Projected Actual FY 10-11	Proposed Budget FY 11-12
<b>Dues</b>					
	GVMC	\$247,008.00	\$249,507.00	\$250,875.00	\$260,939.00
	Transportation	<u>\$152,246.00</u>	<u>\$199,256.00</u>	<u>\$201,923.00</u>	<u>\$188,696.00</u>
	Sub total	\$399,254.00	\$448,763.00	\$452,798.00	\$449,635.00
<b>Transportation</b>					
	PL 112	\$592,653.88	\$675,837.00	\$661,000.00	\$795,891.00
	Section 5303	\$151,294.45	\$193,445.00	\$160,000.00	\$222,842.00
	CMAQ	\$64,956.99	\$125,069.00	\$75,000.00	\$81,293.00
	SPR	\$0.00	\$75,000.00	\$60,000.00	\$0.00
	Trans. Needs Assess. Fds	\$47,846.00	\$128,550.00	\$128,550.00	\$0.00
	MTF	\$15,201.16	\$19,907.00	\$18,000.00	\$20,631.00
	STP	<u>\$130,471.26</u>	<u>\$185,000.00</u>	<u>\$70,000.00</u>	<u>\$149,786.00</u>
	Sub total	\$1,002,423.74	\$1,402,808.00	\$1,172,550.00	\$1,270,443.00
<b>Reimbursements</b>					
	Contrib.-Clean Air	\$12,500.00	\$7,000.00	\$12,200.00	\$10,000.00
	Contrib.-Bike Summit	\$0.00	\$0.00	\$0.00	\$0.00
	Misc. Sales, Etc.	\$150.03	\$100.00	\$103.00	\$100.00
	Cont. Rogue River	\$0.00	\$500.00	\$50.00	\$500.00
	REGIS-Indirect	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
	LGROW-Land Use Serv.		\$8,712.00	\$8,712.00	\$8,700.00
	Land Use Services	\$10,800.00	\$1,882.00	\$1,882.00	\$0.00
	Data Collection	\$0.00	\$0.00	\$0.00	\$21,000.00
	Local Participation Fee	\$7,104.00	\$0.00	\$15,974.00	\$12,400.00
	Water/Sewer-NPDES	\$187,750.93	\$177,761.00	\$200,356.00	\$177,761.00
	Events-Growing Comm	\$9,375.00	\$0.00	\$0.00	\$0.00
	Events	<u>\$4,020.00</u>	<u>\$6,000.00</u>	<u>\$3,500.00</u>	<u>\$6,000.00</u>
	Sub total	\$231,699.96	\$207,955.00	\$248,777.00	\$242,461.00
<b>Grants</b>					
	MDEQ-L.G.R.-Storm Educ	\$9,613.87	\$0.00	\$0.00	\$0.00
	MDEQ-L.G.R.-WS Initiatives	\$135,131.11	\$0.00	\$0.00	\$0.00
	EPA-Haz Mater. & Petrol.	<u>\$59,443.88</u>	<u>\$269,100.00</u>	<u>\$233,502.00</u>	<u>\$88,000.00</u>
	Sub total	\$204,188.86	\$269,100.00	\$233,502.00	\$88,000.00
<b>Interest</b>					
		<u>\$6,343.64</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$1,500.00</u>
<b>Total</b>					
		<b>\$1,843,910.20</b>	<b>\$2,330,626.00</b>	<b>\$2,109,627.00</b>	<b>\$2,052,039.00</b>

## GVMC FY 11-12 BUDGET

**Fund:** General  
**Depart:** GVMC Board

Acct No.	Activitiy	Prior Year	Approved	Projected	Proposed
		Actual	Budget	Actual	Budget
		FY 09-10	FY 10-11	FY 10-11	FY 11-12
810.000	Meeting Exp	<u>\$1,678.88</u>	<u>\$2,200.00</u>	<u>\$1,850.00</u>	<u>\$2,200.00</u>
	Total	\$1,678.88	\$2,200.00	\$1,850.00	\$2,200.00

**Fund:** General  
**Depart:** Administration

Acct No.	Activitiy	Prior Year	Approved	Projected	Proposed
		Actual	Budget	Actual	Budget
		FY 09-10	FY 10-11	FY 10-11	FY 11-12
702.000	Salaries	\$204,961.65	\$197,460.00	\$213,130.00	\$221,257.00
712.100	Social Security Tax	\$12,816.31	\$12,243.00	\$13,214.00	\$13,719.00
712.200	Medicare Tax	\$3,055.28	\$2,864.00	\$3,091.00	\$3,499.00
712.300	State Unemployment Tax	\$609.37	\$610.00	\$677.00	\$676.00
712.500	Health/Dental Insurance	\$17,153.17	\$24,235.00	\$18,000.00	\$26,211.00
712.600	Life/Long Term Disb. Ins	\$2,342.64	\$2,631.00	\$2,615.00	\$2,804.00
712.700	Parking	\$1,421.50	\$0.00	\$0.00	\$0.00
712.800	Pension Plan Expense	\$19,681.60	\$17,775.00	\$19,181.70	\$19,914.00
726.000	Office Supplies	\$1,867.40	\$2,000.00	\$1,250.00	\$1,500.00
726.200	Postage	\$781.89	\$1,000.00	\$800.00	\$1,000.00
801.100	Audit	\$2,600.00	\$3,100.00	\$2,500.00	\$2,800.00
801.200	Legal Services	\$21,914.50	\$5,500.00	\$4,000.00	\$4,500.00
801.400	Contractual Serv	\$11,312.75	\$0.00	\$100.00	\$0.00
805.000	Adv/Legal Notice	\$1,040.15	\$1,000.00	\$950.00	\$1,000.00
810.000	Meeting Exp	\$8,520.53	\$10,000.00	\$7,000.00	\$8,000.00
815.000	Insurance	\$2,584.77	\$2,500.00	\$2,500.00	\$2,600.00
820.000	Dues and Sub	\$1,140.00	\$1,750.00	\$1,100.00	\$1,250.00
825.000	Professional Dev	\$1,594.65	\$5,000.00	\$750.00	\$2,000.00
860.000	Mileage	\$5,672.55	\$7,300.00	\$6,900.00	\$7,000.00
900.100	Printing	\$0.00	\$400.00	\$0.00	\$400.00
920.100	Electricity	\$783.49	\$1,200.00	\$875.00	\$950.00
920.200	Telephone	\$3,688.33	\$3,300.00	\$3,400.00	\$3,500.00
930.000	Repairs and Maint	\$1,252.44	\$1,000.00	\$300.00	\$1,000.00
940.100	Equipment Rent	\$1,111.55	\$1,200.00	\$1,150.00	\$1,200.00
940.200	Rent	\$10,874.76	\$12,835.00	\$12,730.00	\$13,215.00
955.000	Misc	<u>\$548.42</u>	<u>\$550.00</u>	<u>\$500.00</u>	<u>\$550.00</u>
	Total	\$339,329.70	\$317,453.00	\$316,713.70	\$340,545.00

**Fund:** General  
**Depart:** Pavement Management Vehicle

Acct No.	Activitiy	Prior Year	Approved	Projected	Proposed
		Actual	Budget	Actual	Budget
		FY 09-10	FY 10-11	FY 10-11	FY 11-12
738.000	Other Supplies	\$287.43	\$1,500.00	\$400.00	\$900.00
738.050	Other-Software	\$0.00	\$1,000.00	\$0.00	\$1,000.00
815.000	Insurance	\$5,740.01	\$9,300.00	\$6,500.00	\$7,000.00
825.000	Professional Develop	\$0.00	\$2,500.00	\$500.00	\$2,500.00
850.000	Vehicle Storage	\$0.00	\$600.00	\$600.00	\$600.00
881.000	Gas, Grease & Oil	\$967.15	\$3,000.00	\$1,200.00	\$1,500.00
920.200	Telephone	\$4,132.78	\$4,100.00	\$4,050.00	\$4,300.00
931.000	Vehicle Repair & Maint.	\$21,489.00	\$31,000.00	\$25,000.00	\$31,000.00
994.000	Loan Repayment	\$87,571.91	\$84,860.00	\$84,860.00	\$0.00
995.000	Interest	<u>\$10,075.21</u>	<u>\$3,130.00</u>	<u>\$3,130.00</u>	<u>\$0.00</u>
	Total	\$130,263.49	\$140,990.00	\$126,240.00	\$48,800.00

## GVMC FY 11-12 BUDGET

**Fund:** General  
**Depart:** Transportation

Acct No.	Activitiy	Prior Year	Approved	Projected	Proposed
		Actual	Budget	Actual	Budget
		FY 09-10	FY 10-11	FY 10-11	FY 11-12
702.000	Salaries	\$435,918.55	\$477,035.00	\$460,000.00	\$475,616.00
712.100	Social Security Tax	\$27,005.82	\$29,580.00	\$28,520.00	\$29,490.00
712.200	Medicare Tax	\$6,446.29	\$6,925.00	\$6,670.00	\$6,897.00
712.300	State Unemployment Tax	\$1,631.57	\$2,250.00	\$2,076.00	\$2,338.00
712.500	Health/Dental Insurance	\$83,703.02	\$98,400.00	\$80,475.00	\$105,460.00
712.600	Life/Long Term Disabilitiy	\$6,153.84	\$6,410.00	\$6,230.00	\$6,410.00
712.700	Parking	\$13.00	\$0.00	\$0.00	\$0.00
712.800	Pension Plan Expense	\$40,429.16	\$40,800.00	\$41,400.00	\$41,225.00
726.000	Office Supplies	\$4,072.40	\$8,000.00	\$4,000.00	\$6,000.00
726.200	Postage	\$3,011.79	\$3,000.00	\$2,200.00	\$3,500.00
801.100	Audit	\$6,125.00	\$6,250.00	\$5,500.00	\$6,200.00
801.300	Professional Fees	\$0.00	\$1,000.00	\$0.00	\$1,000.00
801.400	Contractual Serv	\$143,465.28	\$400,150.00	\$290,000.00	\$381,500.00
805.000	Adv/Legal Notice	\$2,109.14	\$3,750.00	\$2,200.00	\$3,750.00
810.000	Meeting Exp	\$5,160.15	\$8,000.00	\$3,500.00	\$6,000.00
815.000	Insurance	\$4,282.02	\$3,500.00	\$3,600.00	\$4,500.00
820.000	Dues and Sub	\$0.00	\$2,000.00	\$1,100.00	\$2,000.00
825.000	Professional Dev	\$120.00	\$9,000.00	\$3,500.00	\$6,000.00
860.000	Mileage	\$5,569.03	\$18,000.00	\$8,000.00	\$18,000.00
900.100	Printing	\$0.00	\$1,000.00	\$600.00	\$1,000.00
920.100	Electricity	\$1,901.08	\$2,000.00	\$2,100.00	\$2,100.00
920.200	Telephone	\$5,348.87	\$5,600.00	\$5,450.00	\$5,600.00
930.000	Repairs and Maint	\$1,594.20	\$2,500.00	\$1,100.00	\$2,000.00
940.100	Equipment Rent	\$2,223.26	\$3,500.00	\$2,950.00	\$3,500.00
940.200	Rent	\$25,540.83	\$31,385.00	\$31,050.00	\$32,325.00
955.000	Miscellaneous	\$364,924.13			
980.100	Office Equipment	<u>\$2,515.61</u>	<u>\$10,000.00</u>	<u>\$4,196.70</u>	<u>\$0.00</u>
	Total	\$1,179,264.04	\$1,180,035.00	\$996,417.70	\$1,152,411.00

**Fund:** General  
**Depart:** Rogue River

Acct No.	Activitiy	Prior Year	Approved	Projected	Proposed
		Actual	Budget	Actual	Budget
		FY 09-10	FY 10-11	FY 10-11	FY 11-12
900.100	Printing	<u>\$122.97</u>	<u>\$500.00</u>	<u>\$75.00</u>	<u>\$500.00</u>
	Total	\$122.97	\$500.00	\$75.00	\$500.00

# GVMC FY 11-12 BUDGET

**Fund:** General  
**Depart:** Regional Planning Services

Acct No.	Activitiy	Prior Year	Approved	Projected	Proposed
		Actual	Budget	Actual	Budget
		FY 09-10	FY 10-11	FY 10-11	FY 11-12
702.000	Salaries	\$164,623.49	\$165,024.00	\$166,007.00	\$122,131.00
712.100	Social Security Tax	\$10,161.66	\$10,233.00	\$10,292.00	\$7,573.00
712.200	Medicare Tax	\$2,376.55	\$2,394.00	\$2,407.00	\$1,772.00
712.300	State Unemployment Tax	\$427.31	\$522.00	\$676.00	\$386.00
712.500	Health/Dental Insurance	\$24,155.52	\$26,700.00	\$26,219.00	\$20,764.00
712.600	Life/Long Term Disb. Ins.	\$2,155.92	\$2,250.00	\$2,160.00	\$1,665.00
712.800	Pension Plan Expense	\$14,981.30	\$14,855.00	\$14,940.00	\$10,992.00
726.000	Office Supplies	\$768.61	\$750.00	\$425.00	\$518.00
726.200	Postage	\$798.03	\$1,000.00	\$500.00	\$592.00
801.400	Contractual Serv	\$63,997.20	\$1,882.00	\$0.00	\$0.00
810.000	Meeting Exp	\$113.11	\$500.00	\$175.00	\$500.00
810.010	Growing Comm. Conf.	\$7,169.20	\$0.00	\$0.00	\$0.00
815.000	Insurance	\$2,021.83	\$2,000.00	\$1,900.00	\$1,480.00
820.000	Dues and Sub	\$878.00	\$1,000.00	\$500.00	\$1,000.00
825.000	Professional Dev	\$35.00	\$0.00	\$0.00	\$0.00
860.000	Mileage	\$469.87	\$1,500.00	\$750.00	\$1,000.00
900.100	Printing	\$0.00	\$500.00	\$0.00	\$500.00
920.100	Electricity	\$898.13	\$1,100.00	\$1,000.00	\$814.00
920.200	Telephone	\$3,676.00	\$3,650.00	\$3,500.00	\$2,738.00
930.000	Repairs and Maint	\$546.13	\$700.00	\$450.00	\$407.00
940.100	Equipment Rental	\$1,243.11	\$1,300.00	\$900.00	\$962.00
940.200	Rent	\$12,069.99	\$14,855.00	\$14,695.00	\$11,322.00
Total		\$313,565.96	\$252,715.00	\$247,496.00	\$187,116.00

**Fund:** General  
**Depart:** SPECIAL SERVICES

Acct No.	Activitiy	Prior Year	Approved	Projected	Proposed
		Actual	Budget	Actual	Budget
		FY 09-10	FY 10-11	FY 10-11	FY 11-12
801.022	Other-NPDES	\$187,751.18	\$177,761.00	\$200,356.00	\$177,761.00
801.048	Other-LGR-Org Wtsd Init	\$131,025.01	\$0.00	\$0.00	\$0.00
801.045	Other-LGR-St Wat Educ	\$8,344.28	\$0.00	\$0.00	\$0.00
801.056	Other-EPA Haz Mat & Pet	\$11,426.90	\$252,100.00	\$216,000.00	\$78,000.00
Total		\$338,547.37	\$429,861.00	\$416,356.00	\$255,761.00

**Fund:** General  
**Depart:** Strategic Initiatives

Acct No.	Activitiy	Prior Year	Approved	Projected	Proposed
		Actual	Budget	Actual	Budget
		FY 09-10	FY 10-11	FY 10-11	FY 11-12
702.000	Salaries	\$0.00	\$0.00	\$0.00	\$42,911.00
712.100	Social Security Tax	\$0.00	\$0.00	\$0.00	\$2,660.00
712.200	Medicare Tax	\$0.00	\$0.00	\$0.00	\$622.00
712.300	State Unemployment Tax	\$0.00	\$0.00	\$0.00	\$136.00
712.500	Health/Dental Insurance	\$0.00	\$0.00	\$0.00	\$7,296.00
712.600	Life/Long Term Disb. Ins.	\$0.00	\$0.00	\$0.00	\$585.00
712.800	Pension Plan Expense	\$0.00	\$0.00	\$0.00	\$3,862.00
726.000	Office Supplies	\$0.00	\$0.00	\$0.00	\$182.00
726.200	Postage	\$0.00	\$0.00	\$0.00	\$208.00
815.000	Insurance	\$0.00	\$0.00	\$0.00	\$520.00
920.100	Electricity	\$0.00	\$0.00	\$0.00	\$286.00
920.200	Telephone	\$0.00	\$0.00	\$0.00	\$962.00
930.000	Repairs and Maint	\$0.00	\$0.00	\$0.00	\$143.00
940.100	Equipment Rental	\$0.00	\$0.00	\$0.00	\$338.00
940.200	Rent	\$0.00	\$0.00	\$0.00	\$3,978.00
Total		\$0.00	\$0.00	\$0.00	\$64,689.00

# GVMC FY 11-12 BUDGET

Lower Grand River Organization of Watersheds

**Fund:** LGROW  
**Depart:** Revenues

Acct No.	Activity	Prior Year	Approved	Projected	Proposed
		Actual FY 09-10	Budget FY 10-11	Actual FY 10-11	Budget FY 11-12
581.000	Member Dues	\$2,385.00	\$11,800.00	\$9,970.00	\$10,175.00
675.000	Contributions	<u>\$137.43</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Total	\$2,522.43	\$11,800.00	\$9,970.00	\$10,175.00

**Fund:** LGROW  
**Depart:** LGROW - Administration

Acct No.	Activity	Prior Year	Approved	Projected	Proposed
		Actual FY 09-10	Budget FY 10-11	Actual FY 10-11	Budget FY 11-12
738.000	Other Supplies	635.25	\$0.00	\$0.00	\$0.00
801.400	Contractual Serv	\$0.00	\$8,712.00	\$8,712.00	\$8,712.00
810.000	Meeting Exp	\$1,235.50	\$1,100.00	\$1,175.00	\$550.00
900.100	Printing	\$0.00	\$0.00	\$95.00	\$0.00
955.000	Misc	<u>\$0.00</u>	<u>\$1,988.00</u>	<u>\$0.00</u>	<u>\$550.00</u>
	Total	\$1,870.75	\$11,800.00	\$9,982.00	\$9,812.00
	Net Rev. over Exp.	\$651.68	\$0.00	(\$12.00)	\$363.00



## **The Grand Valley Metropolitan Council**

### **FY 2011-2012 Staffing Model for General Administration, Planning and Strategic Initiatives and Transportation Departments**

#### **GENERAL ADMINISTRATION**

General Administration activities are funded through general membership dues and the indirect cost rate (overhead) as stipulated by the federal OMB CircularA-87 policies and principles.

#### **Donald J. Stypula, Executive Director**

Chief executive officer and senior administrator. Responsible for administration of all GVMC departments, programs and functions and direction of staff. Represents GVMC on myriad boards and commissions in the Grand Rapids metro area and directs advocacy activities at the Capitol and state agencies in Lansing and the U.S. Capitol and federal agencies in Washington, D.C.

#### **Leon Branderhorst, Finance and Budget Director**

Chief financial officer of GVMC responsible for maintaining financial records of all divisions, preparing the annual general fund budget, processing invoices, preparing checks, preparing monthly financial summaries and working with the GVMC Treasurer, Finance Committee and Executive Director to maintain financial controls.

#### **Gayle McCrath, Director Human Resources and Administration**

Responsible for developing and administering all human resources-related services for GVMC and REGIS; tracks statutes and rules governing human resources issues and works with Executive Director to maintain compliance with statutes and rules. Provides day to day administrative support to Executive Director. Serves as meeting planner and recording secretary for Executive Committee, Public Information and Education Committee and GVMC Board. Provides outreach to local K-12 schools, area ISDs and area colleges and universities.

#### **Michael Brameijer, GVMC System Administrator**

Serves as computer network administrator for all GVMC departments. Manages multi-server computer network, desktop and laptop computers, printers, VOIP telephone system and related hardware and software applications. Coordinates with vendors and maintains information technology infrastructure for GVMC.

## **GVMC PLANNING AND STRATEGIC INITIATIVES DEPARTMENT**

### **Andrew Bowman, Planning Director**

Directs implementation of GVMC's strategic goals and initiatives and manages the organization's sustainable land use planning activities and services. Supervises a two-person staff, together with the GVSU graduate assistant in implementing GVMC's strategic goals and initiatives; works with the Executive Director and staff to identify and address the services needs of member counties and communities; and supervises the provision of regional land use planning services. Administers grants for program activities and projects; facilitates public involvement in sustainable land use planning activities and coordinates grant-funded natural resources management activities and the work of the Lower Grand River Watershed Council.

### **Jay Hoekstra, Senior Land Use Planner**

Works with Planning Director to coordinate all sustainable land use planning activities in the Grand Rapids Metropolitan Area. Works with member communities to develop socio-economic data, analyze community master plans and provide advice and input into the community planning process. Provides master plan collection and review services for GVMC Transportation Department. Interfaces with consultants and service providers to develop sustainable land use planning tools. Trained and recognized by the National Charrette Institute as a Certified Charrette Planner.

## **GVMC TRANSPORTATION DEPARTMENT**

FY 2011-2012 Budget allocations: All Positions 100% Transportation Planning

### **Abed Itani, Transportation Director**

Directs all GVMC-MPO transportation activities and services. Supervises eight-person professional staff that provides transportation planning services to the Grand Rapids metropolitan area. Works with Executive Director and Finance Director to develop annual transportation budget. Responsible for the development of the Council's transportation unified work program and policies, the Transportation Improvement Program (TIP), the Long Range Transportation Plan, establishment of project budgets, management of the transportation department budget. Supervises communications, outreach and project management with MPO-member communities, counties, MDOT and FHWA. Works with area Congressional representatives and U.S. Senators to secure funding for regional transportation projects.

### **James Snell, Senior Transportation Planner**

Serves as senior level transportation planning professional who performs travel demand modeling and regional multi-modal transportation planning services. Works with Transportation Director to coordinate all GVMC transportation services. Lead transportation planner on geographic information system-related services and GVMC's plan to develop an Intelligent Transportation System for the Grand Rapids metropolitan area. Lead transportation planner on GVMC's mobile pavement management system.

### **Yongqiang (George) Yang, Ph.D., Senior Transportation Planner**

Senior level position involved in travel demand modeling, traffic impact studies, travel time studies, traffic signal optimization, GIS data development and updating and the development and the updating of transportation management systems. Also assists with the development and updating of the Long Range Transportation Plan.

### **Darrell Robinson, Transportation Planner**

Coordinates with MDOT and Federal Highway Administration officials on the development of the regional Transportation Improvement Plan (TIP); lead MPO staff to the asset management system, helps coordinate the activities of GVMC's mobile pavement management system; provides technical assistance to local units of government; and assists with all other activities associated with GVMC transportation planning activities.

### **Andrea Dewey, Transportation Planner**

Coordinates the development of the Long Range Transportation Plan (LRTP), Non-motorized Plan, and assists with the Congestion Mitigation/Air Quality activities and other GVMC transportation department activities such as environmental justice public outreach programs.

**Michael Zonyk, Senior Transportation Planner**

Coordinates traffic count activities and works with MDOT and Federal Highway Administration officials on the development of the regional transportation safety plan; HPMS; helps coordinate the GIS activities of GVMC's mobile pavement management system; provides technical assistance to local units of government; and assists with all other activities associated with GVMC transportation planning activities.

**Andrea Faber, Transportation Administrator**

Serves as department administrator for GVMC Transportation Department. Provides daily administrative and secretarial services; coordinates meetings of and serves as recording secretary for GVMC Technical and Policy Committees. Works with transportation staff to prepare documents and meeting packets and assists the Administration Division as needed.

**Transportation Interns (2)**

Assist GVMC's senior transportation planners to coordinate the activities of GVMC's mobile pavement management system and traffic count program; provide technical assistance to local units of government; and assist with all other activities associated with GVMC transportation planning.

GRAND VALLEY METROPOLITAN COUNCIL

1,902

	2010	GVMC	TRANS		
Townships	Population	0.27			
Ada	13,142		1,902	1,902	<i>trans</i>
Algoma	9,932	2,682	1,438	4,120	<b>gvmc/trans</b>
Allendale	20,708	5,591	2,741	8,332	<b>gvmc/trans</b>
Alpine	13,336	3,601	1,931	5,532	<b>gvmc/trans</b>
Byron	20,317	5,486	2,941	8,427	<b>gvmc/trans</b>
Caledonia	10,821	2,922	1,566	4,488	<b>gvmc/trans</b>
Cannon	13,336	3,601	1,931	5,532	<b>gvmc/trans</b>
Cascade	17,134	4,626	2,480	7,106	<b>gvmc/trans</b>
Courtland	7,678	2,073	1,111	3,184	<b>gvmc/trans</b>
Gaines	25,146	6,789	3,640	10,429	<b>gvmc/trans</b>
Georgetown	46,985	12,686	6,219	18,905	<b>gvmc/trans</b>
Grand Rapids	16,661	4,498	2,412	6,910	<b>gvmc/trans</b>
Jamestown	7,034	1,899	931	2,830	<b>gvmc/trans</b>
Plainfield	30,952	8,357	4,481	12,838	<b>gvmc/trans</b>
Tallmadge	7,575	2,045	1,003	3,048	<b>gvmc/trans</b>
Sparta	<u>4970</u>	<u>1,342</u>	719	2,061	<b>gvmc/trans</b>
<b>subtotal</b>	<b>265,727</b>	<b>\$68,198</b>	<b>\$37,446</b>	105,644	<b>\$105,644</b>
<b>Cities/Villages</b>					<b>gvmc/trans</b>
Cedar Springs	3,509	947	657	1,604	<b>gvmc/trans</b>
East Grand Rapids	10,694	2,887	1,943	4,830	<b>gvmc/trans</b>
Grand Rapids	188,040	50,771	35,861	86,632	<b>gvmc/trans</b>
Grandville	15,378	4,152	4,149	8,301	<b>gvmc/trans</b>
Hudsonville	7,116	1,921	1,651	3,572	<b>gvmc/trans</b>
Kentwood	48,707	13,151	10,153	23,304	<b>gvmc/trans</b>
Lowell	3,783	1,021	815	1,836	<b>gvmc/trans</b>
Rockford	5,719	1,544	1,233	2,777	<b>gvmc/trans</b>
Sparta	4,140	1,118	769	1,887	<b>gvmc/trans</b>
Walker	23,537	6,355	5,967	12,322	<b>gvmc/trans</b>
Wyoming	<u>72,125</u>	<u>19,474</u>	15,757	35,231	<b>gvmc/trans</b>
<b>subtotal</b>	<b>382,748</b>	<b>\$103,342</b>	<b>\$78,955</b>	182,297	
<b>Totals</b>					
<b>Non-MPO Members</b>					
Belding	5,757	1,554		1,554	<b>gvmc</b>
Coopersville	4,275	1,154		1,154	<b>gvmc</b>
Greenville	8,481	2,290		2,290	<b>gvmc</b>
GVSU		5,000		5,000	
Hastings	7,350	1,985		1,985	<b>gvmc</b>
Ionia	11,394	3,076		3,076	<b>gvmc</b>
Middleville	3,319	896		896	<b>gvmc</b>
Wayland	<u>4,079</u>	<u>1,101</u>		<u>1,101</u>	<b>gvmc</b>
<b>sub-non MPO</b>	<b>44,655</b>	<b>\$17,057</b>		17,057	
Kent County	602,622	63,177	3,000	66,177	<b>gvmc</b>
Ottawa County	<u>89,418</u>	<u>9,165</u>	<u>1,476</u>	<u>10,641</u>	<b>gvmc</b>
	692,040	72,342	4,476	76,818	
<b>Totals</b>					
<b>Other Transportation Members</b>					
Kent Co Rd Comm-Urban			35,385	35,385	<i>trans</i>
Kent Co Rd Comm-Rural			5,582	5,582	<i>trans</i>
Ottawa Co Rd Comm-Urban			10,509	10,509	<i>trans</i>
Ottawa Co Rd Comm-Rural			343	343	
ITP			14,500	14,500	<i>trans</i>
MDOT			0	0	<i>trans</i>
Kent Co Airport			<u>1,500</u>	<u>1,500</u>	<i>trans</i>
			67,819	67,819	
Sub					
<b>Totals</b>		<b>\$260,939</b>	<b>\$188,696</b>	<b>\$449,635</b>	

**REGIS BUDGET FY 11-12 (As Approved in a Regular REGIS Board of Directors meeting on August 24, 2011 - Agenda Item No. 6)**

<b>EXPENDITURES</b>		<b>Subject Year FY 11-12 (Oct 1, 11 thru Sep 30, 12)</b>	<b>Current Year 10-11 (10/1/10 - 9/30/11)</b>
Expense Items			
702.000	Salaries	\$315,452	\$280,552
702.100	Social Security Tax	\$20,504	\$18,236
712.200	Medicare Tax	\$4,574	\$4,068
712.300	State Unemployment Tax	\$4,318	\$4,318
712.500	Health/Dental Insurance	\$59,280	\$50,000
712.600	Life/Long Term Disability Ins	\$5,211	\$4,104
712.700	Parking	\$0	\$0
712.800	Pension Plan	\$26,562	\$23,450
702.110	GVMC Salaries	\$31,306	\$39,328
	GVMC Fringe Benefits	\$13,767	\$14,940
726.000	Office Supplies	\$8,768	\$8,768
726.200	Postage	\$563	\$563
726.200	Fedex Shipping	\$450	\$450
801.100	Audit	\$3,500	\$3,200
801.200	Legal Services	\$3,478	\$3,478
801.300	Professional Fees	\$15,000	\$12,875
801.400	Contractual Services	\$3,000	\$3,000
801.420	Cont Svc - Software Lic	\$16,500	\$16,500
801.421	Cont Svc - Software Main	\$120,633	\$118,450
801.430	Cont Svc - Network Svc	\$0	\$0
801.440	Cont Svc - Systems & Database Adm	\$30,000	\$30,000
801.450	Cont Svc - Systems Adm	\$0	\$0
805.000	Adv/Legal Notice	\$1,688	\$1,688
810.000	Meeting Expense	\$5,000	\$5,000
815.000	Insurance	\$6,883	\$6,883
820.000	Dues and Subscriptions	\$1,159	\$1,159
825.000	Professional Development	\$5,000	\$5,000
860.000	Mileage	\$5,500	\$5,500
800.100	Printing	\$1,500	\$1,500
920.100	Electricity	\$5,464	\$5,464
920.200	Telephone	\$9,804	\$8,240
930.000	Repairs and Maintenance	\$3,377	\$3,377
940.100	Equipment Rent	\$3,939	\$3,939
940.200	Rent	\$45,000	\$42,230
955.000	Miscellaneous/Contingency	\$10,000	\$20,000
977.003	Small Equipment	\$2,251	\$2,251
980.100	Office Equipment	\$2,120	\$2,120
985.000	Transfer to capital	\$20,000	\$20,000
<b>TOTAL EXPENDITURES</b>		<b>\$811,550</b>	<b>\$770,630</b>
<b>FY 11-12 REVENUES</b>			
501.500	Grants	\$0	\$0
676.013	Reimbursements-Data	\$10,000	\$15,000
	Use of General Fund Balance	\$86,504	\$106,419
	Use of Capital Fund Balance	\$0	\$0
501.500	Member Dues	\$642,649	\$542,369
	Recovery/Buy-in/Other Contrib.	\$21,400	\$21,500
	Interest on fund balance	\$5,997	\$10,342
	Pay-as-you-go Services	\$45,000	\$75,000
<b>TOTAL REVENUES</b>		<b>\$811,550</b>	<b>\$770,630</b>



## **RESOLUTION**

### **A Resolution Authorizing a Temporary Change in the GVMC Board of Directors Meeting Schedule**

**WHEREAS**, the Grand Valley Metropolitan Council, as authorized under 1989 P.A. 292 (MCL 124.651) – the Metropolitan Councils Act, and Article VIII, of the GVMC Articles of Incorporation, desires to modify – on a temporary, trial basis – the meeting schedule and meeting procedures of the GVMC Board of Directors; and

**WHEREAS**, under this new meeting schedule and operational procedure, meetings of the GVMC Board of Directors conducted during even-numbered months shall be designated as “work” sessions (Committee of the Whole), where Council members can hear presentations on public policy topics, discuss and analyze policy issues and make recommendations to the Board of Directors for formal action; and

**WHEREAS**, meetings of the GVMC Board of Directors conducted during odd-numbered months shall be designated as formal “business” sessions where Council members formally vote on issues and business items that are properly before the Council Board of Directors; and

**WHEREAS**, the Chairman of the Board of the Grand Valley Metropolitan Council may, from time to time at his or her discretion, bring agenda items requiring Board approval for formal consideration and adoption at designated “work” sessions.

**NOW THEREFORE BE IT RESOLVED**, that the Grand Valley Metropolitan Council hereby affirms its desire to modify the meeting schedule and procedures of the GVMC Board of directors to provide for “work” sessions on even-numbered months and “formal “business” sessions on odd-numbered months. This meeting schedule shall remain in effect for a one-year period unless amended by the GVMC Board of Directors.

This Resolution declared adopted by the Grand Valley Metropolitan Council on September 1, 2011.

Hon. James R. Buck  
Chairman of the Board

Donald J. Stypula  
Executive Director



## **RESOLUTION**

### **A Resolution Establishing Guidance on Officer's Terms**

**WHEREAS**, the Grand Valley Metropolitan Council, as authorized under Article XVII, of the GVMC Articles of Incorporation, desires to amend Section III the GVMC Bylaws to provide guidance on the terms of GVMC officers;

**WHEREAS**, the GVMC Board of Directors amends Section III of the GVMC Bylaws by adding a new Section 3.6 to read as follows:

**3.6 Officer's Terms. It is preferred that officers serve no more than four consecutive one-year terms in the same position.**

**NOW THEREFORE BE IT RESOLVED**, that the Grand Valley Metropolitan Council hereby approves the amendment to Section III of the Bylaws.

This Resolution declared adopted by the Grand Valley Metropolitan Council on September 1, 2011.

Hon. James R. Buck  
Chairman of the Board

Donald J. Stypula  
Executive Director



## **RESOLUTION**

### **A Resolution Establishing Protocols for Approval of GVMC Transportation-MPO Agenda Items**

**WHEREAS**, the Grand Valley Metropolitan Council, as the federally-designated Metropolitan Planning Organization (MPO) and Transportation Management Area (TMA) for the Grand Rapids metropolitan region, desires to establish protocols governing formal approval of transportation planning-related agenda items recommended by the GVMC MPO committees; and

**WHEREAS**, the GVMC Board of Directors hereby declares that GVMC MPO-related items including the annual Unified Planning Work Program and Budget (UPWP) and amendments to the UPWP be considered and approved by the MPO Committees and presented for final review and approval by all members of GVMC Board of Directors; and

**WHEREAS**, the GVMC Board of Directors further declares that adoption of the GVMC Long-Range Transportation Plan, and each new, four-year Transportation Improvement Program (TIP) be considered and approved by the MPO Committees and presented for final review and approval by only those members of the GVMC Board of Directors who represent GVMC MPO-member entities; and

**WHEREAS**, the GVMC Board of Directors also declares that GVMC Policy Committee is authorized to review and give final approval to routine GVMC MPO-related agenda items, including amendments and administrative adjustments to the Transportation Improvement Program (TIP) and the Long Range Transportation Plan, and

**NOW THEREFORE BE IT RESOLVED**, that the Grand Valley Metropolitan Council hereby approves the new protocols governing final approval of GVMC MPO-related agenda items.

This Resolution declared adopted by the Grand Valley Metropolitan Council on September 1, 2011.

Hon. James R. Buck  
Chairman of the Board

Donald J. Stypula  
Executive Director



## **RESOLUTION**

### **A Resolution Establishing Standing Committees of the Grand Valley Metropolitan Council**

**WHEREAS**, the Grand Valley Metropolitan Council, as authorized under Articles XIII and XV of the GVMC Articles of Incorporation and Sections IV and V of the GVMC Bylaws, desires to establish standing committees, with corresponding duties and responsibilities, to assist in the administration of the GVMC and the analysis of issues that come before the GVMC Board of Directors;

**NOW THEREFORE BE IT RESOLVED**, that the Grand Valley Metropolitan Council hereby establishes the following Standing Committees with corresponding duties and responsibilities:

#### **Executive Committee**

##### **Committee Duties and Responsibilities**

1. Provide guidance and direction to management to improve the GVMC's operations and scope of services provided to members.
2. Review, approve and recommend to the Board of Directors the annual budgets for GVMC, the REGIS Agency and other GVMC agencies, budget amendments and quarterly financial statements, the contract with an outside financial auditing firm, and other financial matters that have been recommended by management and approved by the GVMC Finance Committee.
3. Review, approve and recommend to the Board of Directors the policies of the GVMC, consistent with the GVMC Articles of Incorporation and Bylaws.
4. Receive and review the executive director's annual performance evaluation completed by the Human Resources committee and recommend further action to the GVMC Board, including salary adjustments, termination or other actions.
5. Develop, discuss and recommend to the Board of Directors strategic objectives for GVMC designed to help GVMC-member counties and communities manage challenges and take advantage of opportunities.

6. Ensure that the Executive Director and staff are developing strategies, tactics, and accountability mechanisms for achieving GVMC's strategic objectives; track performance and report to the GVMC Board on a bi-monthly basis.
7. Make formal recommendations to the GVMC Board regarding updates to the GVMC Strategic Plan.
8. Develop and recommend to the GVMC Board topics for the Board to discuss, analyze and develop strategies for addressing during the Board Work Sessions scheduled for odd-numbered months of the year.
9. Work with the Executive Director and staff to develop periodic training and educational opportunities for GVMC Board members that bring added value for GVMC membership.
10. Perform all other duties and assume all other responsibilities as may be required by law or by the direction of the GVMC Board of Directors.

## **Finance Committee**

### **Committee Duties and Responsibilities**

1. Periodically review the financial status of the GVMC, the REGIS Agency and other GVMC agencies and make recommendations to the Executive Committee and the Board to improve the financial performance of the Council.
2. Review, approve and recommend to the Executive Committee and the Board of Directors the annual budgets for GVMC, the REGIS Agency and other GVMC agencies, budget amendments, quarterly financial statements, and other financial matters that have been recommended by management.
3. Recommend to the Executive Committee, annually, the hiring of a financial auditing firm and periodically review the performance of that firm.
4. Review, approve and forward to the Executive Committee and the Board of Directors the GVMC, the REGIS Agency, and other GVMC Agencies annual financial audits.
5. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

## **Legislative Committee**

### **Committee Duties and Responsibilities**

1. Develop, discuss and recommend to the Executive Committee and the GVMC Board legislative policy priorities for the Council to pursue during each two-year legislative session.
2. Oversee GVMC's legislative advocacy activities and provide direction to management and staff on GVMC's advocacy positions and approaches.
3. Review legislation, bill amendments, position papers and state and federal administrative rules and regulations, make recommendations to the GVMC Executive Committee and Board, and report – via a scorecard matrix on a quarterly basis – the status of GVMC Board Legislative Priorities.
4. Meet with legislators and their staffs and participate, as needed, in the legislative activities of GVMC, the Michigan Municipal League, the Michigan Townships Association, the Michigan Association of Counties, the Michigan Municipal Finance Officers Association and other groups.
5. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

## **Human Resources Committee**

### **Committee Duties and Responsibilities**

1. On an annual schedule, review the performance of the GVMC Executive Director, offer advice and coaching to improve the performance of the Executive Director and recommend further action to the GVMC Executive Committee and Board, including salary adjustments, termination or other actions changes in the Executive Director's compensation.
2. At times when the Executive Director's position is vacated, work jointly with the Executive Committee to identify and interview qualified candidates for the Executive Director position and make a formal recommendation to the Board a candidate to serve as Executive Director of the GVMC.
3. Periodically review and recommend amendments to the GVMC Personnel Policies and Procedures together with position descriptions and the wage and benefit structure for GVMC employees.
4. On an annual schedule, recommend to the GVMC Board a slate of candidates to serve on the Executive Committee and as officers of the GVMC Board for the fiscal year.

5. Work with current and new Board members to familiarize them with GVMC operations, member services and the roles and responsibilities of the Board and the GVMC Committees.
6. Based on emerging issues and the strategic needs of the Metro Council, identify, interview and recommend to the GVMC Executive Committee and Board candidates to serve as At-Large members of the Grand Valley Metro Council.
7. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

## **Emerging Issues Committee**

### **Draft Committee Duties and Responsibilities**

1. Meet as needed to review and discuss as a “Committee of the Whole” an issue or topic of regional significance.
2. Discuss region-wide approaches to policy issues and work with GVMC staff to analyze data and trends and develop position papers on issues and challenges.
3. Make formal recommendations to the GVMC Executive Committee and Board regarding policy positions for GVMC.
4. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

This Resolution declared adopted by the Grand Valley Metropolitan Council on September 1, 2011.

Hon. James R. Buck  
Chairman of the Board

Donald J. Stypula  
Executive Director



## **Legislative Priorities for 96<sup>th</sup> Michigan Legislature – Second Session**

**(Draft priorities as approved by the Legislative Committee)**

### **State Tax Policy and Local Fiscal Stability**

- a. Revenue Sharing – The Michigan Economic Vitality Incentive Program (EVIP):** The Grand Valley Metro Council supports the fair and equitable implementation of the Michigan Economic Vitality Incentive Program in a manner that ensures program eligibility for all cities, townships, villages and other taxing authorities that have demonstrated compliance with EVIP performance metrics. The GVMC also supports that revenue sharing for counties, as agents of the state, be preserved at full levels.
- b. Tax Restructuring and Inducements for Economic Development:** The Grand Valley Metro Council supports the restructuring of Michigan’s tax code to provide a more predictable and stable tax environment for businesses and ensure that county and local governments have at their disposal tax incentives and other inducements to retain and grow existing businesses and attract new business investment.
- c. Personal Property Tax:** The GVMC supports the phase-out of Michigan’s existing Personal Property Tax provided that the Michigan Legislature first establishes a “hold harmless” revenue replacement mechanism, placed in the Michigan Constitution by state voters, to ensure that taxing authorities maintain adequate revenues, at existing levels, to support critical county and local government services.

### **Funding for Transportation and Municipal Infrastructure Improvements**

- d.** The Grand Valley Metro Council, in its capacity as the metropolitan planning organization for the Grand Rapids region, supports increases in both state and federal transportation funding to improve the state’s entire multi-modal transportation network together with funding mechanisms to ensure that public water and sewer systems and other public assets are maintained and improved through strategic public investments. To that end, the GVMC desires to engage Governor Snyder, Lieutenant Governor Calley and the members of the 96<sup>th</sup> Michigan Legislature to help develop efficient and effective approaches for financing improvements to critical public infrastructure.

### **Improving Governmental Efficiencies**

- e. One Annual Property Tax Bill:** To enhance governmental efficiency and lower operational costs, the Grand Valley Metro Council supports legislation enabling taxing authorities to develop and transmit to property owners a single, annual property tax bill.

- f. Electronic Publication of Legal Notices:** The Grand Valley Metro Council supports legislation to eliminate current legal requirements to publish official public notices in a “newspaper of record” and authorize counties, cities, townships, villages and other public entities and corporations to publish official legal notices and other pertinent public information via web sites, social media sites, web-based information portals, and other more accessible and timely electronic methods.

## **Intergovernmental Cooperation**

- g. Elimination of Obstacles for Multi-Jurisdictional Service Sharing:** The Grand Valley Metro Council supports amendments to 1989 P.A. 292 – the Metropolitan Councils Act – to remove language that limits the ability of Metro Council-member counties, cities, townships and villages to share the provision of services on a regional basis through a Metropolitan Council.

## **Unfunded State Mandates**

- h.** The Grand Valley Metro Council steadfastly opposes the imposition of unfunded state mandates on counties and local units and strongly encourages the Legislature to adopt the recommendations cited in the 2010 report of the Legislative Commission on Statutory Mandates.

## **Medical Marihuana**

- i.** The Grand Valley Metro Council supports the efforts of Michigan Attorney General Bill Schuette to seek court clarification of the issues surrounding medical marihuana dispensaries and strongly urges Governor Rick Snyder and members of the 96<sup>th</sup> Michigan Legislature to support legislation amending the voter-initiated Medical Marihuana Act to give local governments greater control over the activities associated with the growth, distribution and dispensing of medical marihuana.



**GRAND VALLEY METROPOLITAN COUNCIL**

ALGOMA TOWNSHIP • ALLENDALE TOWNSHIP • ALPINE TOWNSHIP • BELDING • BYRON TOWNSHIP • CALEDONIA TOWNSHIP • CANNON TOWNSHIP • CASCADE TOWNSHIP • CEDAR SPRINGS • COOPERSVILLE • COURTLAND TOWNSHIP • EAST GRAND RAPIDS • GAINES TOWNSHIP • GEORGETOWN TOWNSHIP • GRAND RAPIDS • GRAND RAPIDS TOWNSHIP • GRANDVILLE • GREENVILLE • HASTINGS • HUDSONVILLE • IONIA • JAMESTOWN TOWNSHIP • KENT COUNTY • KENTWOOD • LOWELL • MIDDLEVILLE • OTTAWA COUNTY • PLAINFIELD TOWNSHIP • ROCKFORD • SPARTA • SPARTA TOWNSHIP • TALLMADGE TOWNSHIP • WALKER • WAYLAND • WYOMING

**MEMORANDUM**

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**DATE:** August 15, 2011  
**TO:** Grand Valley Metro Council Board  
**FROM:** Darrell T. Robinson, Transportation Planner  
**RE:** FY2011 TIP Changes

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Due to an amendment being requested by ITP The Rapid to the FY2011-2014 TIP, staff is requesting approval of the following changes:

- ITP The Rapid is requesting an Amendment to the FY2011-2014 TIP, specifically to FY2012. (Please see attached).

If you have any questions please do not hesitate to contact me at (616) 776-7609.



## Interurban Transit Partnership

300 Ellsworth Avenue SW Grand Rapids, MI 49503-4005 616.456.7514 • Fax 616.774.1195

August 12, 2011

Mr. Darrell Robinson  
Grand Valley Metro Council  
678 Front Ave, N.W., Suite 200  
Grand Rapids MI 49504-5319

Dear Darrell,

In preparation of the FY 2011 Earmarks of Section 5309, State of Good Repair (SGR), and Section 5339 Alternative Analysis *The Rapid* is requesting an amendment to the Transportation Improvement Program (TIP) for FY 2012.

The Intelligent Transportation System (ITS) project is in support of the completion of the ITS activities for its entire fleet.

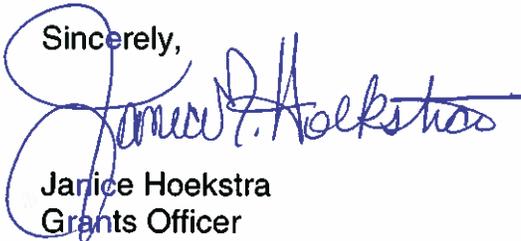
The Laker Corridor Study project is a 12 mile Bus Rapid Transit (BRT) study in the Lake Michigan Drive/Allendale Corridor.

<b>Section 5309</b>	<b>Original Federal Budget</b>	<b>Amended Federal Requested</b>
Intelligent Transportation System (ITS)	\$2,500,000	\$3,168,000*
<b>Section 5339</b>		
Laker Corridor Study	\$0	\$600,000*

\* Both projects are state matched at 80/20%.

If you have any questions or require additional information please call me at 774-1183.

Sincerely,



Janice Hoekstra  
Grants Officer



**GRAND VALLEY METROPOLITAN COUNCIL**

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**MEMORANDUM**

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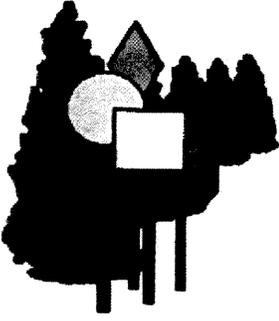
**DATE:** August 17, 2011  
**TO:** Grand Valley Metro Council Board  
**FROM:** Darrell T. Robinson, Transportation Planner  
**RE:** FY2011 TIP Changes

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Due to an amendment being requested by KCRC to the FY2011-2014 TIP, staff is requesting approval of the following changes:

- KCRC is requesting an Amendment to the FY2011-2014 TIP. KCRC is requesting to phase a current FY2011 Trail project and move two phases to FY2012 (Please see attached).

If you have any questions please do not hesitate to contact me at (616) 776-7609.



Board of County Road Commissioners  
of the County of Kent

1500 Scribner Ave., N.W. Grand Rapids, MI 49504-3299  
(616) 242-6900 Fax # (616) 242-6980

August 17, 2011

Mr. Darrell Robinson  
Grand Valley Metro Council  
678 Front Ave., NW, Suite 200  
Grand Rapids, MI 49504

Chairman  
John W. Weiss  
Vice-Chairman  
David M. Groenleer  
Commissioner  
Patrick G. Malone  
Commissioner  
Mark E. Rambo  
Commissioner  
William N. Stellin  
Jon F. Rice, P.E.  
Managing Director  
Steven A. Warren  
Deputy Director  
John L. Straus  
Director of Finance

**Re: 2011 – 2014 TIP Amendment**

Dear Darrell:

Kent County Road Commission (KCRC) hereby requests the following 2011 West Michigan Regional Trail Network Connection project be divided into phases in order to facilitate obligation and construction of Phase 1.

**2011 TIP:**

**Musketawa Trail to White Pine Trail Connector – Phase 1**

Location : 8<sup>th</sup> Avenue to Peach Ridge Avenue  
Length = 4.54 Miles  
Federal HPP Funds = \$1,280,000  
Total Cost = \$1,600,000

**2012 TIP:**

**Musketawa Trail to White Pine Trail Connector – Phase 2**

Location : Alpine Avenue to North Park Street  
Length = 1.87 Miles  
Federal HPP Funds = \$540,000  
Total Cost = \$675,000

**Musketawa Trail to White Pine Trail Connector – Phase 3**

Location : Peach Ridge Avenue to Walker Avenue  
Length = 1.12 Miles  
Federal HPP Funds = \$100,000  
Total Cost = \$560,000

Please call me at (616) 242-6914 if you have any questions or need any additional information.

Sincerely,

Wayne A. Harrall, P.E.  
Director of Engineering

WAH:kil